



## Agency Records Disposition Schedule

Department: Department of Revenue

Section: Business Tax

Division: Taxation and Collection

Sub-Section: Withholding Tax

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**TITLE:** Certified Mailing Booklets of Employers Withholding Tax Deficiency Notice

**CUTOFF:** EOSFY

**DESCRIPTION:** Employers withholding tax deficiency notices are sent certified or registered mail per 143.611.3 RSMo. Proof of the mailing is used in the case of a protest.

**RETENTION:** Years: 6 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7125

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012

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**TITLE:** Withholding vouchers and documentation

**CUTOFF:**

**DESCRIPTION:** Originals imaged, paper destroyed after 1 year - Images kept 10 years after April 15 of year received.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 6995

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

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